



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

September 7, 2016

ADDENDUM #1

RFP No.: 0354

Receipt Date: September 16, 2016

For: To provide assistance to the Finance Department in obtaining FEMA reimbursements for funds used in the recovery process following Federally Declared Disasters.

CLARIFICATIONS:

1. Part 1.7 Proposal Response Format: Considering the Proposal Response Format listed in this part of the RFP, please advise as to whether respondents are to use the Jefferson Parish "General Professional Services Questionnaire" (TEC Services) revised 07/15/2015, or are the respondents allowed to utilize other free flowing response formats?

ANSWER:

Since this contract is solicited via an RFP (Request for Proposals), the General Professional Services Questionnaire is not applicable. Vendors must adhere to the requirements contained in Section 1.7 regarding format.

2. With regard to Attachment B – Cost Proposal requires "Provide Hourly Rate for all Services." Please clarify as to whether you require a single average hourly rate for anyone that works on the assignment, or if you require a listing of each labor category that may be utilized on this assignment and an hourly rate for each category. Or provide clarification of what is expected / necessary to appropriately address the RFP requirements.

ANSWER:

An hourly rate is required for each category of staff assigned to the project.

3. Is there a firm or vendor currently performing the scope of services described in the Request for Proposal?

ANSWER: Yes.

4. Is the work to be performed related to existing project worksheets or would it be related to future disasters?

ANSWER: Both.



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5. The RFP states that service are to be performed at the Finance Department, located in Gretna. Is there any opportunity for some work to be performed remotely, or must all work take place on site?

ANSWER: *There are instances where the work will not be performed in Gretna, e.g., site visits, meetings, etc. The expected workplace is Gretna. In addition, vendor staff has been available during their leave, etc. on occasion as necessary.*

6. Does the Parish have a system in place currently to track FEMA reimbursements? If so, please identify and describe the system

ANSWER: *Externally through LAPA website and internally through the AS 400 system.*

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.